

5. Prefiling Letter*

(letter inviting the respondent to negotiate a settlement prior to filing a formal Complaint)

Case Name: ID Transportation Department Asbestos NESHAP

City/State: Rigby, ID

Title:	Compliance Officer	ORC Attorney	ORC Unit Manager	Regional Counsel
Name:	John Pavitt	Kris Leefers	Meg Silver	Allyn Stern
Initials:	JP			
Date:	3-5-14			

If document is included, check YES. If not, check NO and explain.

YES NO EXPLAIN

Document for signature/concurrence

☒☐

Penalty justification memo

☒☐

Allegations (“guts” of complaint, CAFO)

☒☐

Nationally significant issues form
(completed by ORC)

☐☒

N/A

Is facility located in Indian Country and/or a Tribal Facility (i.e., owned or controlled by a federally recognized Indian tribe)? ☐ YES ☒ NO

If **YES**, fill out and attach Addendum A: Facilities within Indian Country and Tribal Facilities

RETURN package to COMPLIANCE OFFICER for mailing.

* For documents to be **signed** by an OCE manager, attach a completed OCE Correspondence Action Request to this checklist.

8-9-2011 Version